

DIRECTORATE OF INCOME-TAX (PR,PP&OL)

Printing & Publications Wing,
2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi

TENDER NOTICE

Sealed quotations are invited by the Directorate of Income Tax (PR,PP&OL) for publishing and supply of following complete statutory Acts and Rules (in Paperback) duly amended as per Finance Act 2013.

S. No.	Publication	Language	No. of copies
1	Income Tax Act, 2013	English	12000
2	Income Tax Rules , 2013	English	12000
3	Wealth Tax Act / Rules, 2013 (Combined)	English	4000
4	Income Tax Act, 2013	Hindi	2000
5	Income Tax Rules, 2013	Hindi	2000
6	Wealth Tax Act/Rules, 2013 (Combined)	Hindi	2000

The Income tax Acts and Rules shall also contain other relevant Acts and Rules relating to Direct Taxes introduced through Finance Acts from time to time.

Technical specifications and other Terms & Conditions are given below:-

Technical Specifications

1. The size of the publications should be as per last year's publication 2012 (i.e. 15.5 cm. x 24 cm.) of this Directorate. The size and get up of the publications may be inspected from this Directorate's office at Room No. 201, 2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi – 110002 on any working day on or before 15.04.2013.
2. The quality of paper used for text should be white of superior quality of 60 GSM.
3. The cover should be on 300 GSM art card with metallic lamination.
4. Wherever changes have taken place in the Act, footnotes should be given for that.
5. Wherever an amendment is to take place with prospective effect with reference to Finance Act, 2013, the text of the amendment will be printed at the bottom in the footnote indicating that this amendment is to take effect from a later date.

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6. Wherever any text/section has been omitted in the Finance Act, 2013, omitted part will be printed in the Footnote stating that “prior to omission it read as under :-“
7. Wherever any text/section has been amended by the Finance Act, 2013, amended part will be printed in the book. Provision as it existed prior to amendment will be printed in Footnotes stating that “prior to amendment, it read as under:-”
8. I.T. Act & Rules & W.T. Act & Rules will also contain Finance Act, 2013.

Other Terms & Conditions

1. Each quotation should be accompanied by a pay order /Bank draft of Rs. 3,00,000/- payable in Favour of ZAO, CBDT, New Delhi, as Earnest Money (Bid security) which shall be returned to the unsuccessful bidders after work order has been placed with the selected bidder. The pay order / Bank Draft should be kept in the envelop containing the Technical Quotations.
2. The turn over of the bidding parties during the last Financial years viz. 2009-10, 2010-11 & 2011-2012 should be more than Rs. 3 Crore. Copies of P&L Account and Balance sheet certified by Chartered Accountants should be enclosed with the technical quotations.
3. Proof regarding similar work of printing of books done by the vendor with samples of earlier executed work (of other Govt. Department) in last 3 years alongwith completion certificate from that Department to be submitted.
4. Earnest Money (Bid security) of the successful bidder will be refunded on receipt of performance security.
5. The selected bidder will have to furnish 10% of the total value of the contract as performance security in F/o ZAO, CBDT, New Delhi, in the form of Account Payee Demand Draft or a Bank Guarantee from a Commercial Bank before issuing of work order. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the publisher.
6. The performance security will be returned after successful completion of all contractual liabilities.
7. Sample papers to be used for text and cover should be enclosed with technical quotations.
8. Complete printed dummy of sample Manual in English & Hindi (all six) incorporating amendments till 2013 should be submitted with the technical quotations. A CD in HTML format of sample manual incorporating amendments till 2013 should also be submitted with the technical quotation.

9. Quotations not accompanied with the earnest money & dummy copies shall be summarily rejected. The earnest money of a selected bidder who withdraws before placing of work order shall be forfeited.
10. Sample of the coloured cover design of the Act / Rules mentioning for and on behalf of the Directorate of Income Tax (PR,PP&OL) in six different colour schemes should also be submitted along with technical quotations.
11. The party awarded contract will be required to door deliver the aforesaid books within 30 days from the date of placing the order to about 880 offices of the Income-Tax department, out of which about 760 offices are located outside Delhi all over India. Cost of packing, transportation etc. to the various consignees shall be borne by the party. It shall be the duty of the party to pack the aforesaid manual(s) appropriately/suitably so that they are door delivered in good condition. The list of consignees, indicating number of copies, where the manual(s) is/are to be delivered would be made available separately. It will be the duty of the party to whom the above job is awarded to certify the correctness of the aforesaid manuals. The party shall itself procure the text of the aforesaid manuals and also supply a compatible soft copy on CD in HTML format for uploading on the Departmental Web-site.
12. Up to 50% of the total payment may be made on receiving confirmation/undertaking in the form of affidavit along with proof of dispatch from the party that the consignments of requisite number of copies have been door delivered to the consignees. Balance payment may be released on receipt of confirmation/proof of delivery from the consignees. The suppliers have to provide proof of delivery (P.O.D.) in 100% cases within 45 days from placing of order.
13. Penalty charges shall be levied for delay caused by the consigner in delivery of books to the consignees as under:

Period of delay from date of work order	Percentage to be deducted from the bill
1-7 days	Upto 1%
8-14 days	Upto 2%
15-21 days	Upto 3%
22 days and above	Upto 5% for 22 to 28 days + 2% additional for each week delay beyond 28 days.

Penalty shall also be levied for inaccurate printing / lack of clarify in explanation.

14. Sealed quotations are to be submitted in two separate envelopes – one containing the Financial Bid quoting the rate separately for each publication & not in a consolidated form. The rates should include the Packing, Transportation charges & taxes and also the cost of CD.. The other envelop of Technical Bid containing all the documents as mentioned above in the tender should be submitted.
15. Sealed quotation (In two parts) addressed to Directorate of Income Tax (PR,PP&OL) 2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi must be dropped in the Tender Box placed in Room No. 201, 2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi **latest by 1.00 p.m on 15.04.2013**.
16. This Directorate reserve the right to reject any or all quotations without any reasons whatsoever. No communication in this regard shall be entertained.
17. Technical Quotations shall be opened at 3.30 p.m. on 15.04.2013 and financial Quotations of the parties shortlisted on the basis of technical Quotations shall be opened at 4.30 p.m. on 15.04.2013.
18. (a) The date may be extended if 3 or more tenders are not received in response to this advertisement.
(b) The Tender of sister / associate concerns will be treated as single tender.

Dated :- 19.03.2013

Sd/-
Director of Income Tax (PR,PP&OL)
New Delhi